

Boone County Government

Position Title: Urban Drain Inspector

Reports To: Surveyor

Status: Non - Exempt

Effective Date: February 1, 2011

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Summary:

Inspects assigned new residential and commercial projects during construction and inspects county legal drains during reconstruction, including monitoring for compliance with codes and specifications, discussing problems with contractors, issuing stop-work orders for unresolved violations, completing field reports. Finalizes drain projects, including conducting final inspections, and generating punch lists for contractors/engineers/developers and other interested parties.

Essential Duties and Responsibilities:

Investigates regulated and private drainage problems and complaints, including driving to/from sites, discussing with property owners, documenting field observations, analyzing conditions, recommending solutions to supervisor, and issuing notices of violations of drainage codes as needed.

Assists developers, contractors, engineers, property owners with petition process to establish new regulated drainage systems as needed, including reviewing development/construction plans, inspecting proposed project sites, analyzing existing drainage conditions and impact on surrounding properties, discussing with adjacent property owners as needed, communicating with appropriate parties to redesign problem areas, and reviewing revised drawings to ensure compliance with codes.

Maintains various inspection records on computer and in document files, and compiles/prepares various reports as needed or as assigned, including year-end report of inspections.

Periodically updates drainage maps and plots field notes.

Assists Surveyor with pre-construction phase of various drain projects, including reviewing plans, determining drainage sheds and water shed boundaries, notifying utilities, and coordinating and/or attending pre-construction meetings.

Processes various plans and permit applications for compliance with state, county, and local codes, including reviewing proposed plans for projects, such as **development**. Reviews applications for permits, such as buildings, and maintains electronic database of all residential permits.

Prepares recommendations regarding effectiveness of drainage plan/design, and communicates orally and in writing with appropriate parties. Approves or denies applications for various permits for assigned projects.

Maintains current knowledge of drainage regulations, equipment and technology by reviewing legislative updates and trade publications, and periodically attending seminars.

Performs related duties as assigned.

Additional Duties and Responsibilities:

Periodically oversees repair of regulated drains, including preparing and investigating work orders. Manages and oversees regulated drain projects, including accepting and reviewing record drawings, engineer's certificate of completion and compliance, and secondary plats.

Assists developers, contractors, engineers, adjacent counties, and the public as requested, including answering questions, researching and interpreting various County records on computer, in books and files, and on maps as needed, determining past and current land owners, section corners, easements, and utilities.

Periodically performs various tasks as needed, such as proofing assessment rolls and department correspondence, drafting correspondence, receiving/receipting fees for maps and other documents.

Periodically uses survey equipment to check proposed and existing grades and elevations as needed, and periodically assists survey crews as needed, such as controlling traffic, and serving as laborer, instrument, chain and/or rod technician. Maintains equipment used for inspections.

Serves on technical advisory committee, including attending monthly meetings.

Attends Drainage Board meetings to report on or answer questions regarding assigned projects as needed or as requested.

Periodically investigates and responds to hazardous materials spills involving regulated drains.

Reports encroachments of regulated drain easements and violations of related standards as needed.

Periodically investigates and reports sanitary tie-ins on regulated or private drains to Health Department.

Manages reconstruction projects, including inspecting sites, completing field reports, monitoring for compliance with codes and specifications, discussing problems with contractors.

Assists in developing/updating department construction standards as needed.

Key Performance Standards:

With respect to drainage mapping, the key performance standard is meeting the requests of the County Surveyor in an accurate and timely manner, per the requirements of the project and expectations of the County Surveyor.

Ensures that all projects are completed based on County policies and procedures and within established timelines.

Completes reports on projects within 48 hours of completion.

Ensures all essential functions are carried out in compliance with state and local statutes.

Meets customer service standards established by Elected Official or Department Head.

Ensures all correspondence and forms follow County guidelines, are accurate, and free from errors.

Ability to work well with other county employees, contractors and employees of associated companies or agencies, and to present him/herself in a courteous and professional manner.

Position Qualifications:

Working knowledge of and ability to make practical application of federal, state and local regulations regarding drainage, and relevant hydraulic and civil engineering and construction principles and practices.

Working knowledge of county geography and surveying, and ability to perform relevant arithmetic calculations, and properly use a sewer camera, tile probe, shovel, metal detector, and surveying equipment, such as transit level, and range pole.

Ability to read and interpret detailed prints, sketches, construction plans, and various property records, aerial and plat maps.

Ability to compile data, prepare reports, and operate various office equipment, such as computer, printer, copier, microfilm reader, calculator, digital camera, fax machine, and telephone.

Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, other county and municipal jurisdictions, related state and federal agencies, engineering and construction contractors, developers, utilities, title companies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers.

Ability to competently serve the public with diplomacy and respect, including during occasional encounters with irate/hostile persons.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to understand and follow written and oral instructions/directions, and appropriately respond to constructive criticism.

Ability to plan and layout assigned work projects, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions

Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for conferences and training, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

ADA Compliance:

Physical Factors

Incumbent performs duties outdoors involving standing/walking for long periods, walking on uneven terrain, pushing/pulling/lifting/carrying objects weighing over 50 pounds, crouching/kneeling, bending, reaching, close and far vision, depth perception, working in confined spaces, such as storm drains and manholes, and exposure to extreme temperatures, inclement weather, dust, dirt and heavy construction equipment.

Environmental Factors:

Incumbent also performs duties in a standard office environment involving keyboarding, hearing communication, speaking clearly, and handling/grasping objects. Incumbent occasionally works extended, weekend, and/or evening hours, and occasionally travels out of town for conferences and training, sometimes overnight.

Applicant/Employee Acknowledgement:

The job description for the position of Urban Drain Inspector for the Surveyor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes____ No____

Applicant/Employee Signature:

Boone County, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.